

Innovative School Models Budget Narrative Overview

The Tennessee Department of Education provides annual guidance to districts on expectations around the level of detail required in budget narratives. Below is a compilation of the information provided to districts. Please utilize this guide as you prepare the Innovative School Models application.

General Budget Expectations

- Items and amounts budgeted must be **allowable, reasonable, and necessary** for the implementation of grant activities.
- LEAs must provide a budget narrative for every line item within the budget to appropriately explain and describe expenditures.

Salaries & Positions

Budget narratives **must** include, if applicable:

- Full-time equivalents (FTEs) for all employees of the LEA to be funded.
- Titles of positions—not staff member names—to be funded, listed with the corresponding FTE that matches the titles used throughout the application.
 - Do not use generic titles such as “teacher” when identifying positions to be funded. Teacher titles may include, but are not limited to, interventionist or instructional facilitator.
- FTEs and titles within the budget narratives and must match the FTEs and titles within the personnel pages of the grant application.

Sample Narratives:

- Teachers 5.5 head count/.83 FTE summer programming
- Paraprofessionals 2.0 head count/.67 FTE summer programming
- Tutors 1.0 head count/.12 FTE summer programming
- Bus drivers 20 head count/.65 FTE summer programming

Contracted Services

Budget narratives **must** include, if applicable:

- Description of services to be purchased if contracting staff or services.

Sample Narrative:

- Bus contracts for summer programming transportation to provide 5 days for 6 weeks 2 trips per day (5x6x2= 60 trips). 60 days of summer programming transportation

Equipment, Supplies, & Materials

Budget narratives **must** include, if applicable:

- Examples of equipment, materials, and supplies to be funded.

Sample Narratives:

- 100 series 6 iPads @ \$500= \$5,000
- 500 Lenovo ThinkPad Laptops

For more information or questions email Deborah.Knoll@tn.gov.